

39b The DD/S direct the Management Staff to conduct a survey of the records requirements of the Office of Security and submit its proposals for complete modernization and mechanization of the central records function.

Records Management Staff has completed the 30-day fact finding phase of its survey of procedures in Security Records Division. Several improvements were approved and installed by the Division Chief during this phase. The Records Management Staff is analyzing the survey findings and expects to submit proposals concerning modern records management principles, procedures, and equipment for this central records operation in the near future.

39a The Director of Security establish the policy of complete integration of the internal records of the Office of Security.

This principle of completely integrated Security records is compatible with the Director of Security's action in 1958 when he established the Security Records Division to maintain and service the Overt and Covert Security case files. The records survey now being conducted in Security Records Division by the Records Management Staff will include comments and recommendations on this central integration of Security records.